

# Lewis County Employment Opportunity

Department: Coroner

Position: Deputy Coroner

Who May Apply: Any Qualified Applicant

Employment Status: Extra help

Salary Grade: \$10.38 per hour (on call)

Posting Opens: September 30, 2011 First Review: October 31, 2011 at 4:00 p.m.

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## DEPARTMENT/OFFICE

This position is in the Coroner's Office located at 1585 NW Center Street, Chehalis WA 98532. Position reports to the Coroner or his designee.

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## POSITION SUMMARY

Under general supervision, performs thorough, systematic, and timely investigations to determine the cause and manner of death in cases referred to the Coroner's Office.

- Responds to the scene of death; secures or assists in securing the scene of death and protecting evidence; ensures identification of the decedent and arranges for transport to the morgue.
- Interviews individuals at the scene to obtain relevant information; reports any unusual or suspicious circumstances to the appropriate law enforcement agency and provides appropriate information to their personnel.
- Documents, impounds, examines and identifies all medications and/or drugs prior to proper disposition within a controlled manner.
- Governs custody of the demised body and appendages by inaugurating logistical support while maintaining chain of evidence. If decedent cannot be positively identified, locates and secures such items as medical and dental information to be used in the forensic process.
- Provides support and explanations of procedures and findings to family members or others; makes referrals to appropriate community agencies as warranted.
- Conducts follow-up investigations by searching records, personal effects, etc., and by interviewing individuals who may have relevant information; maintains contact with law enforcement agencies as required. Coordinates efforts with the police, courts, other County departments and agencies, as needed.
- Maintains and updates files and records related to investigations and enforcement activities; completes required project documentation, daily logs and reports.
- Gathers, documents and maintains the chain of evidence; maintains accurate records and files. Prepares written reports of findings and distributes to the proper authorities.
- Testifies in court regarding the content and validity of the findings

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## HOW TO APPLY

Application materials available at:

<http://lewiscountywa.gov/jobs> or pick up an application package between the hours of 8:00 a.m. and 4:00 p.m. from:

Lewis County Human Resources  
351 NW North Street  
Historic Courthouse, Room 023 Basement  
Chehalis WA 98532

Application packets may be requested by emailing [HumanResources@lewiscountywa.gov](mailto:HumanResources@lewiscountywa.gov) or calling (360)740-1408 or (360) 740-1480 TTY.

Please note, there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date.

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## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description. *\*See requirements below.*

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## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

### **Lewis County Employment Application**

All application materials must be received in the Lewis County Human Resources Office by **4:00 pm** on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to [HumanResources@lewiscountywa.gov](mailto:HumanResources@lewiscountywa.gov) or faxed to 360-740-1494 (providing a signed hard copy follows within 5 days.)

- Lewis County Human Resources
- Historic Courthouse, Room 023 Basement
- 351 NW North Street
- Chehalis WA 98532

**Lewis County accepts no responsibility for the timely delivery or completeness of applications. Application materials received by Lewis County become the property of the County.**

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## MINIMUM REQUIREMENTS

1. High school diploma or GED.
2. Minimum age of 21 years.
3. Minimum of two (2) years experience in conducting death investigations or performing direct patient care in an emergency medical setting.
4. One year of full-time college/university course work in a related field (criminal justice, forensic, anthropology) can be applied to one year of experience.

### **Licensing/Transportation:**

1. Must possess a valid Washington Driver's License at time of appointment.
2. Must have reliable form of personal transportation at time of hire.

**Background Investigation:** Employment is contingent upon successful completion of a complete background investigation.

1. Candidates must have good work history.
2. Candidates must have no felony convictions.
3. Candidates must have no theft or drug convictions.
4. Candidates must have no domestic violence convictions.
5. Candidates must not have any DUI convictions within the past ten (10) years.

6. Misdemeanor convictions are not an automatic exclusion but will be examined in depth on an individual basis.

### **Medical Examination:**

1. Employment is contingent upon the results of a physical examination that is to be paid for by the candidate.

**NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.**